

Snowmobile Trails Advisory Council (SnowTRAC):



Operating Procedures

Updated and Approved August 2015

OPERATING PROCEDURES:

These Operating Procedures are adopted for the purpose of facilitating the orderly conduct of meetings and business of the Snowmobile Trails Advisory Council, herein known as the SnowTRAC. This document shall provide for the continuity of leadership and establish a structure for the effective discharge of SnowTRAC's duties and responsibilities.

AUTHORITY:

SnowTRAC was established under Title 41 of the Alaska Statutes (41.21.010). Under Title 41, the Division of Parks and Outdoor Recreation (DPOR) is charged with "fostering and developing recreational facilities and opportunities in the state, for the general health, welfare, education, and enjoyment of its citizens and for the attraction of visitors to the state." (AS 41.21.010).

THE MISSION OF SNOWTRAC IS AS FOLLOWS:

Mission:

"SnowTRAC will fairly represent all Alaskans by advising the Division of Parks and Outdoor Recreation on snowmobile issues including funding, safety, registration, education, access, and trail grooming, marking, development and maintenance."

In fulfilling its mission SnowTRAC will promote, facilitate, evaluate and prioritize snowmobile recreational projects and issues within the State of Alaska, to act as liaison between the public's multiple user groups, and the Alaska State Legislature, snowmobile and winter equipment industries, state, local, and federal agencies.

SnowTRAC will represent the interest of snowmobile owners and users.

DUTIES:

Each member is expected to engage with each other and the DPOR professionally and respectfully. Each member shall participate in the annual meeting and any subsequent meetings or teleconferences, and come prepared having done the required application review and prepared to discuss. In the case of unavoidable absence the member will contact DPOR prior to the meeting to inform them.

In governing, SnowTRAC will fulfill its responsibilities of:

- The *Duty of Obedience* requires members to be faithful to the mission of SnowTRAC in its policies and actions.
- The *Duty of Care* that requires that in fulfillment of his/her duties, a member owes SnowTRAC the care that an ordinarily prudent person would exercise in a like position and under similar circumstances.

- The *Duty of Loyalty* that requires members to always put the best interest of SnowTRAC first when making decisions affecting the organization.
- The *Duty to Inform* requires members to share information concerning issues before the board
- The *Duty of Representation* requires members to consider all user groups when advising and recommending actions to the Division of Parks and Outdoor Recreation.

MEMBERSHIP:

SnowTRAC shall consist of at least seven public members. Members are appointed by the Director of the DPOR (Director) after receiving recommendations put forth by the DPOR staff and SnowTRAC Chairperson.

Each member shall be a resident of the State of Alaska and be appointed on the basis of the following points:

1. has an interest in public service;
2. has special knowledge of the community or area that he/she represents;
3. has knowledge and experience with issues concerning winter trail use by snowmachines and other user groups;
4. shall be appointed without regard to political, club or group affiliation.

The members of SnowTRAC shall represent the following whenever possible:

- **Anchorage:** One or two members shall represent the users of the Anchorage Region.
- **Mat-Su Valley / Copper River Basin:** One or two members shall represent the users of the Mat-Su Valley and Copper River Basin Regions.
- **Kenai Peninsula / Prince William Sound:** One member shall represent the users of the Kenai Peninsula and Prince William Sound Regions.
- **Interior/Fairbanks:** One or two members shall represent the users of the Interior/Fairbanks Region.
- **Southeast:** One member shall represent the users of the Southeast Region.
- **West:** One or two members shall represent the users of the Rural Region, which includes all users not identified within one of the other five regions.

TERM OF MEMBERSHIP:

Members will serve for staggered three-year terms all terminating on March 1.

REMOVAL OF MEMBERS:

Each member serves at the discretion of the Director, yet the Director will discuss any potential removal with the SnowTRAC chair prior to making a final decision.

Any member may be recommended for removal at any time by a majority vote of the SnowTRAC. The matter of removal may be acted upon at any meeting of the SnowTRAC, provided that notice of intent to consider such removal be given to each member and to the affected member at least one calendar week in advance.

ATTENDANCE:

In the event that a member is absent from two meetings in a calendar year the Chairperson or DPOR staff may recommend the removal of the member.

BOARD RECRUITMENT AND NOMINATION:

DPOR shall recruit individuals as SnowTRAC members who are committed to the mission of the SnowTRAC:

In the process of recruiting and nominating candidates, the DPOR staff will request from all candidates:

- Letter of interest,
- Resume or summary of experience,
- References to verify demonstrated competencies, and a
- Completed SnowTRAC board member questionnaire.

In the process of determining final candidates, the DPOR will:

- Conduct an initial screening of letters of interest/resumes,
- Interview promising candidates,
- Check for competencies,
- Discuss the qualifications of nominees and their value with the SnowTRAC Chairperson,
- Provide finalists with adequate information about SnowTRAC's mission and governance for the candidate to make a knowledgeable and informed decision about their compatibility, and
- Provide the SnowTRAC Chairperson with the applicants' names and relevant information.
- The Board chair may interview the applicants

Final nominations shall be provided to the Director with accompanying recommendations by the SnowTRAC Chairperson and DPOR staff.

MEETINGS:

The SnowTRAC shall meet at least once per year, or as necessary, via teleconference. The SnowTRAC may have quarterly meetings more or less frequently at the discretion of the DPOR. These meetings will address grant and program funding recommendations, as well as other issues. All meetings will be open to the public and shall be noticed to the public. Special

meetings may be called by DPOR, the Chairperson, or in his/her absence, the Vice Chairperson.

CONDUCT OF MEETINGS:

The Chairperson of the SnowTRAC, or in his/her absence, the Vice Chairperson of the SnowTRAC, or in his/her absence, a Chairperson chosen by a majority of the members present at the meeting, will preside over the meetings. In addition, at least one representative of DPOR and an appointed DPOR secretary shall be present at all official meetings of SnowTRAC. In the absence of a secretary the presiding officer shall appoint another person to act as secretary of the meeting.

All formal meetings shall be conducted by Robert's Rules of Order with a level of respect for all board members and persons coming before the board for various reasons.

SnowTRAC action will be taken by a simple majority vote. The Chairperson may elect to appoint a parliamentarian to provide guidance to the Chairperson on proper procedures for the conduct of meetings.

To facilitate effective public participation and to preserve proper decorum of meetings, the SnowTRAC or DPOR may specify time limits on public testimony at meetings. Such time limits will be specified and announced at the commencement of the designated public comment period during each meeting.

In accordance with Alaska State Law, individuals who experience disabilities and/or require alternate accommodations to participate in a meeting of SnowTRAC shall have the opportunity to request necessary arrangements in advance by making such a request to DPOR staff. This provision applies both to SnowTRAC members and to members of the public wishing to attend or participate in any meeting of the SnowTRAC.

QUORUM:

A quorum shall consist of a simple majority of SnowTRAC members present at the meeting when a vote takes place. Members shall be considered present if they are physically present at the meeting location, or present by means of electronic or telephonic communications.

MAJORITY ACTION AS a SnowTRAC ACTION:

Every act or decision will be made by a quorum who is present either in person or by telephonic or electronic means.

OFFICERS:

The officers of SnowTRAC shall be the Chairperson and a Vice Chairperson. SnowTRAC may also have other officers with such titles and duties as may be determined to be needed. Such officers can be installed by resolution of the SnowTRAC.

Any member of SnowTRAC may serve as an officer. No member of SnowTRAC shall hold more than one officer position at a time.

ELECTION AND TERM OF OFFICERS:

Officers shall be elected by a majority of SnowTRAC at its annual meeting each year. Each officer shall hold office for a one-year term beginning immediately upon election or until he or she resigns or is otherwise disqualified to serve. All officers are eligible to hold consecutive terms.

DUTIES OF THE CHAIRPERSON:

The Chairperson shall have the responsibility for general supervision and control of the affairs of the SnowTRAC and the associated activity of its members. The Chairperson shall preside at all meetings of SnowTRAC except where otherwise prescribed by these Operating Procedures. The Chairperson shall, in the name of SnowTRAC, execute such documents, resolutions, and other instruments that may from time to time be authorized by the SnowTRAC except as otherwise expressly prohibited by law. The Chairperson shall have the authority to establish special purpose committees and task forces and to appoint members to such committees and task forces. The Chairperson shall, with concurrence from the DPOR staff, develop an agenda for each meeting. The Chairperson shall act as principle spokesperson for the SnowTRAC in its communications with the public and State of Alaska or its representatives.

DUTIES OF THE VICE CHAIRPERSON:

The Vice Chairperson shall perform all of the duties of the Chairperson, and when so acting shall have all the powers of, and be subjected to all the restrictions on the Chairperson. The Vice Chairperson shall have powers and perform other duties as may be prescribed by law, these Operating Procedures, or by SnowTRAC.

ETHICS:

SnowTRAC Members shall comply with all provisions of the Alaska Executive Branch Ethics Act (Code of Ethics) cited as AS 39.52. Upon appointment to the SnowTRAC, new members will be supplied by staff with copies of the Act and a copy of the Ethics Disclosure Form.

In accordance with AS 39.52.220 all SnowTRAC Members are responsible for making declarations of any interest or activities that could result in violation of the Code of Ethics. This disclosure must be presented in writing to the SnowTRAC Chairperson using the Ethics Disclosure Form. Disposition of the declaration will follow the provisions of AS 39.52.220. An opportunity will be provided at the beginning of each SnowTRAC meeting for members to verbally declare any conflict of interest they may have with a specific agenda item and for the SnowTRAC Chairperson to rule on such declarations. For example, members who work as snow groomers may not vote or comment as board members on issues related to funding grooming in their particular area. They must

abstain. They may provide comment during the public comment period as any member of the public would have the opportunity to do.

The SnowTRAC Chairperson at his/her discretion, and with consultation with, and concurrence from, DPOR staff, may appoint an Ethics Committee to assist in the review of ethics matters and to provide advice to the SnowTRAC Chairperson. However, ultimate authority and responsibility for rulings on ethics matters involving SnowTRAC members rests with the Director. If a member of the SnowTRAC objects to a ruling of the Chairperson, or if the ethics matter involves the interests of the SnowTRAC Chairperson, the matter shall be decided by a majority vote of the SnowTRAC and a decision by the Director. The affected SnowTRAC member shall refrain from this vote. In no case shall the provisions of this section supersede or negate the requirements and provisions of AS 39.52.

GRANT SCORING:

Grant applications will be sent to SnowTRAC Members 30 days prior to the annual meeting.

The Chairperson calls for declaration of any conflict of interest of the particular grant application prior to any motions made on its behalf at the annual meeting.

DPOR staff provides information on potential issues involving the grant application and/or any prior grant history of the applicant.

- Public comment opens.
- SnowTRAC discussion commences.
- Members given chance to revise score.
- Revised score sheet is handed in for entry.
- Process repeated for all subsequent grant applications.
- All final scores are displayed in rank order for SnowTRAC review.
- Grant funding line is displayed.
- Chairperson calls for a motion and second
- Discussion of the motion.
- A vote on the motion.

Grooming applications:

After the individual grants have been funded, the remaining balance of snow mobile registration fee dollars will be used to fund the Statewide Grooming Pool. If more than

one organization wants to groom the same area a bid must go out to the public in concurrence with AS. 36.30.210 Request-for-Proposals. From this point on the competitive bid and contract will be managed through the Alaska State Procurement Office.

DISTRIBUTION OF SNOWMOBILE FUNDS:

At the Director's discretion up to 12% of available funds may be used for administration of the SnowTRAC program.

In general, the remaining funds may be distributed at the Director's discretion and will include discussion with the SnowTRAC chair. All un-appropriated funds may be rolled over into the next year's grant and grooming program.